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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH ADMINISTRATION
Bureau of Agricultural and Industrial Chemistry
Washington 25, D. C.

March 28, 1946

BUREAU MEMORANDUM NO. 397

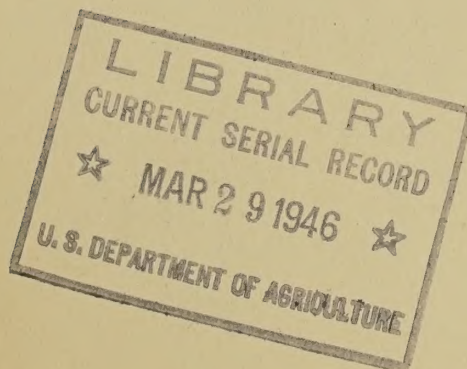
Final Salary Payment Report

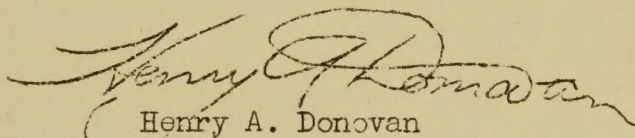
TO BUSINESS MANAGERS OF REGIONAL RESEARCH LABORATORIES, BUREAU
DIVISION CHIEFS, AND OFFICIALS IN CHARGE OF FIELD STATIONS:

Reference is made to Budget and Finance Circular No. 833 dated February 5, 1946, requiring clearance of accountability of employees separated from the service prior to final salary payment.

You will note the circular suggests that completed copy of Form AD-139 be attached to the individual pay card of the employee involved. This office, however, desires to maintain the completed copy in the employee's personnel jacket at Washington. It is requested, therefore, that clearance be obtained on all items shown on the form and that the completed copy accompany the recommendation for the separation action (Form AD-41) when the latter is transmitted to this office. The Washington personnel office will require this form prior to preparing the formal personnel notification of the separation.

In order that the payroll clerk may know that clearance has been obtained before preparing the payroll covering final salary payment of the employee, the completed Form AD-139 should be submitted to the payroll clerk for proper notation regarding the clearance on the individual pay card prior to forwarding the form to Washington, or, in lieu of such endorsement, a duplicate copy of the form may be prepared and attached to the pay card.




Henry A. Donovan
Assistant Chief of Bureau

